

CITY OF SALINA

POSITION DESCRIPTION

CLASS TITLE: Recreation Supervisor GR: M FLSA: EX DATE: 03/26/2014

DEPARTMENT: Parks & Recreation DIVISION: Recreation

REPORTS TO: Recreation Superintendent APPROVED: JOB CODE: 6003

GENERAL DESCRIPTION:

Under general supervision, supervises and coordinates a variety of recreation instructional programs, athletics, aquatics, seniors, therapeutic recreation, special events, natural resources and/or other activities of a municipal recreation program for persons of all ages in the community. Work varies, requiring interpretative judgment within prescribed standards and procedures.

TYPICAL DUTIES:

- Plans, organizes, coordinates, promotes and markets, and supervises year round activities for youth and adults, including instructional programs, special events, athletics, camps and clinics and other leisure programs; may instruct classes and lead activities as needed
- Schedules use of, sets up, and/or monitors meeting rooms and facilities for programs, workshops and related activities; coordinates maintenance and upkeep of equipment and facilities
- Participates in recruitment, hiring, and performance evaluation of part-time and seasonal personnel; plans, coordinates and supervises activities of instructors, leaders, staff and volunteers; evaluates program effectiveness; keeps accurate records of operations
- Plans and conducts registration for recreation activities; supervises collection of fees and charges for activities
- Assists the Recreation Superintendent in budget preparation and reviews program expenditures
- Explains and enforces department policies; attends and monitors activities as required
- Conducts public relations programs to encourage community involvement; serves as liaison with participant groups and organizations
- Works variable work schedule, including evenings and weekends as needed; performs special projects as requested and other duties as assigned

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Supervises a group of workers including full-time, part-time and seasonal in various program areas. May supervise volunteers as needed.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to bachelor's degree in recreation administration or a related field; certification or ability to obtain certification as a Certified Parks and Recreation Professional (CPRP) is desirable; possession of a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials, and the public. (Daily)

Possess a thorough knowledge of principles, objectives, practices and procedures to effectively analyze and determine recreation needs and develop responsible programs. (Daily)

Effectively and efficiently plan, organize, schedule and coordinate recreation programs. (Daily)

Effectively review and evaluate program performance. (Daily)

Ability to promote and maintain public interest in leisure programs. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Moderate amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 50 percent of the time

Reaching: Moderate, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Occasionally operates equipment requiring moderate ability

Manual Dexterity: Occasionally operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside and outside

Cold/Heat: Adverse conditions possible

Wet/Dry: Adverse conditions possible

Noise/Vibrations: Minimal exposure to equipment noise

Hazards: Moderate exposure to equipment

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to communicate effectively, both orally and in writing.

Ability to read and comprehend written material.

Ability to maintain accurate records.

Ability to listen to and apply information and instructions.

Ability to understand mathematical concepts to include basic arithmetic.

Ability to work under stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Vehicles, computers, scanners, printers, fax machines, recreation equipment, calculator, telephone and two-way radio.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.